

Attached are two documents in preparation for implementation of the Iowa Student Identification/Locator System. The first is the Data Access and Management Policy Statement for the Student Identification/Locator System. The second is the User Manual for the Student Identification/Locator System.

Data Access and Management Policy Statement for the Iowa Student Identification/Locator System and Project EASIER Student Records

This policy statement has been prepared to assure the appropriate access and use of the system. It is very important that we protect the privacy of students and maintain the integrity of the system. The assurance statement that is included in the document must be signed and returned to the Department of Education prior to receiving a password.

Passwords

Passwords will be assigned by the Department. The assurance statement form (page 9 of the above referenced document) must be faxed or mailed to Carla Schimelfenig at:

Carla Schimelfenig  
Bureau of Planning, Research, and Evaluation  
Department of Education  
Grimes State Office Building  
Des Moines, IA 50319-0146

(515) 281-3111 telephone  
(515) 281-8777 fax

The Department must have a copy of the assurance form on file prior to issuing the password. If you have questions, please contact Carla.

User Guide

On May 27, June 15, and June 16, the DE will introduce and demonstrate the Iowa Student Identification/Locator System. A User Guide to the system is attached, and will be available on the DE's web site at <http://www.state.ia.us/educate/fis/pre/pe/system.html>. A limited number of copies will also be mailed to districts.

Again, I appreciate the assistance as we move into the expansion of Project EASIER and implement a unique Student Identification/Locator System.